

SHARE CLASS CONVERSION AND PORTFOLIO MANAGEMENT

USER GUIDE: ALL PRODUCTS, CRA AND CIB PORTFOLIOS

This guide explains how to update your portfolios built for 'All products', Collective Retirement Accounts (CRAs) and Collective Investment Bonds (CIBs), in preparation for our share class conversion process which starts in February 2015.

CONTENTS

- 1.** Contents
- 2.** Introduction
- 3.** Stage 1 (Build dummy portfolio) – step 1
- 4.** Stage 1 (Build dummy portfolio) – step 2
- 5.** Stage 1 (Build dummy portfolio) – step 3
- 6.** Stage 1 (Build dummy portfolio) – step 4
- 7.** Stage 2 (Bundled portfolio) – step 1
- 8.** Stage 2 (Bundled portfolio) – step 2
- 9.** Stage 2 (Bundled portfolio) – step 3
- 10.** Stage 2 (Bundled portfolio) – step 4
- 11.** Stage 3 (Unbundled portfolio) – step 1
- 12.** Stage 3 (Unbundled portfolio) – step 2
- 13.** Stage 3 (Unbundled portfolio) – step 3
- 14.** Stage 3 (Unbundled portfolio) – step 4
- 15.** Stage 3 (Unbundled portfolio) – step 5
- 16.** Stage 3 (Unbundled portfolio) – step 6
- 17.** Stage 3 (Unbundled portfolio) – step 7
- 18.** Stage 3 (Unbundled portfolio) – step 8
- 19.** Stage 4 (Delete dummy portfolio)

INTRODUCTION

From February 2015, we will automatically convert bundled units held in customers' accounts that are on our unbundled charge basis, known as Charge Basis 3, into the unbundled share class of the same fund.

You may have built pre-defined portfolios on the platform which include bundled funds, which these affected accounts may be linked to currently. You will need to update your portfolios and replace the bundled funds with their unbundled version, and we recommend you do this before the conversion process starts. For portfolios built for some specific product types, you will also need to create a duplicate portfolio with the bundled funds remaining so that the Collective Retirement Accounts (CRA) and Collective Investment Bonds (CIB) on Charge Bases 1 and 2 can remain linked to it.

It is possible that a small number of unbundled funds may not be available until just before or during the conversion process, which means you may not be able to include them in your portfolio updates in January and will need to update those specific funds in your portfolios after the conversion has completed. There is a list of funds and the dates they will be converted on our website, <http://www.oldmutualwealth.co.uk/shareclassconversion/>

You may have portfolios which you no longer use and do not have any clients accounts linked to them. We recommend that you review your portfolios and delete any that are obsolete before updating the portfolios you do use.

This guide explains the process for portfolios built for CRA, CIB and 'All products' portfolios. There are four stages to the process:

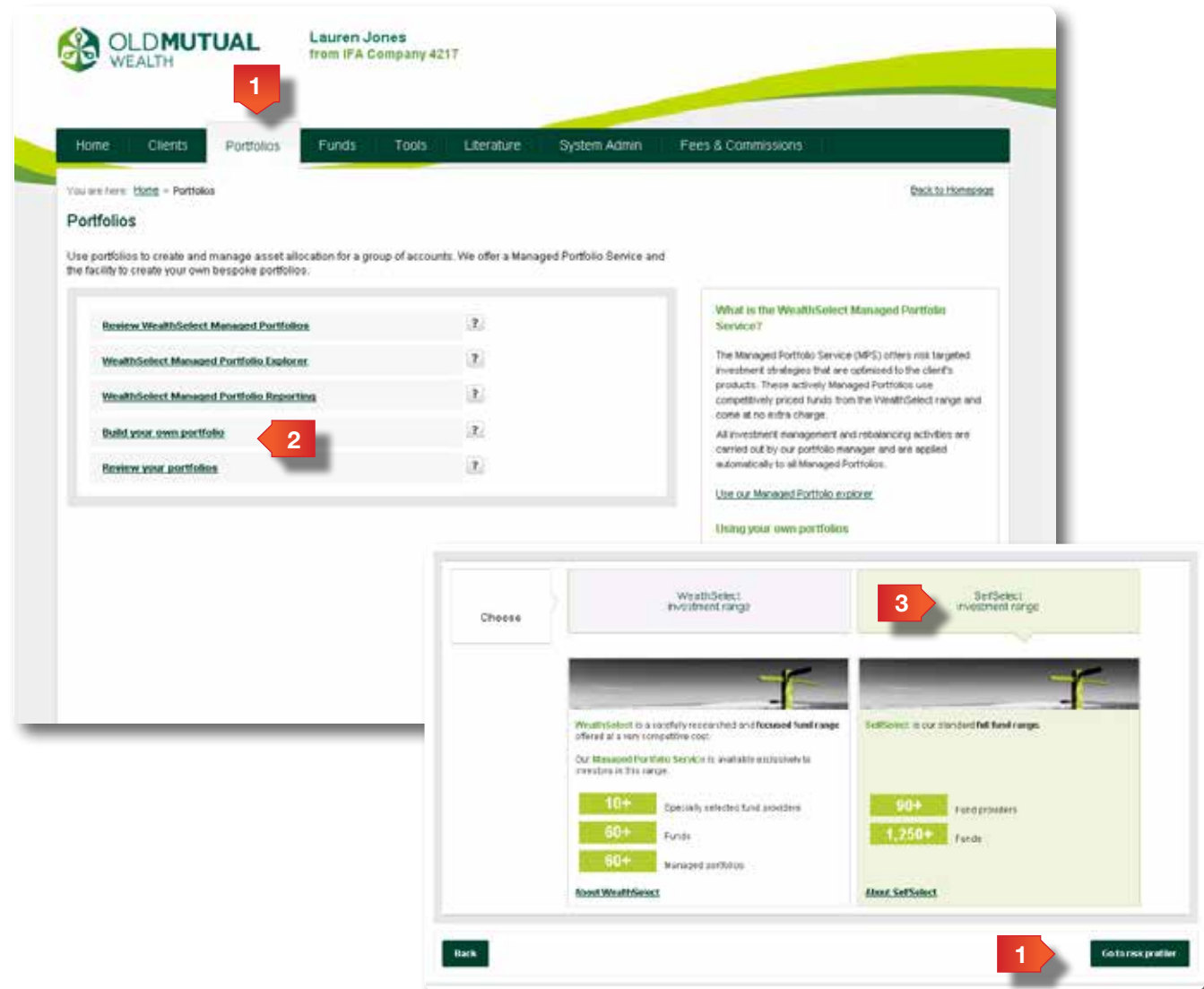
- Stage 1** – Build a 'dummy' portfolio to which you can link accounts that are not currently linked to any other portfolios, to make the movement of linked accounts easier later in the process.
- Stage 2** – Create a new portfolio of bundled funds based on the existing portfolio you are updating, for the CRAs and CIBs on Charge Bases 1 and 2 to stay linked to.
- Stage 3** – Amend the original portfolio to replace the bundled funds with their unbundled share class.
- Stage 4** – Delete the 'dummy' portfolio built in Stage 1.

The process for portfolios built for ISAs and Collective Investment Accounts (CIA) is different, and there is a separate user guide for this on our website, entitled '**Share class conversion and portfolio management user guide: ISA and CIA portfolios**'.

STAGE 1 – STEP 1

Firstly, we need to build a dummy portfolio to add any accounts that are currently not linked to any portfolios you have, which will make the movement of accounts linked to portfolios much easier later in this process.

1. After logging in to the platform, select the 'Portfolios' tab.
2. Select 'Build your own portfolio'.
3. Choose the SelfSelect investment range.
4. Select 'Go to risk profiler'.



STAGE 1 – STEP 2

1. Select 'All products' from the drop down list.
2. Select 'No risk assessment'.
3. Choose 'By creating my own asset allocation'.
4. Click 'Next'.
5. Name the portfolio 'Unlinked clients'.
6. Select 'Add funds'.

The image displays three sequential screenshots of the Old Mutual Wealth platform interface, illustrating the steps for creating a portfolio. Red numbered callouts (1-6) highlight specific actions.

Screenshot 1: Risk profiler
 Step 1: The 'Select product' dropdown menu is set to 'All Products'.
 Step 2: The 'no risk assessment' button is highlighted.

Screenshot 2: Type of portfolio
 Step 3: The radio button for 'By creating my own asset allocation' is selected.
 Step 4: The 'next' button is highlighted.

Screenshot 3: Asset Allocation
 Step 5: The 'Portfolio name' field is set to 'Unlinked clients'.
 Step 6: The 'add funds' button is highlighted.

The 'Asset Allocation' section includes the following details:

Portfolio name	Unlinked clients	Build method	Self Build
Product	All products	Client risk score	Not Used
		Investment range	SelfSelect
Select Sector	Delete	Target %	Actual %
add funds			Base split on <input checked="" type="radio"/> % of asset class <input type="radio"/> % of portfolio
Total 0.00 %		equal split	

Buttons at the bottom: save, save and finish.

STAGE 1 – STEP 3

1. Choose any bundled fund (without ' - U' at the end of the fund name).
2. Select 'Build portfolio with selected funds'.
3. Enter 100% in the target and actual % fields.
4. Select 'Save and finish'.

Research funds

Product: All products next display & filters

Fund name search: search
Replace any ' ' with '+' in your search.

☐ Show funds that fail filter criteria. These are highlighted in the table. hide headings

display items / filters

All fund performance information is updated every Friday, apart from discrete performance data which is correct as at the latest month end.

Select	Investment Range	sort	sort	sort	sort	sort	sort
<input checked="" type="checkbox"/>							

Collapse sectors: Filters Applied

Fund Basket (1 funds selected)

- ☒ Aberdeen Latin American Equity (Inc) SelfSelect pages 1 to 3
- ☐ Cash/Money Markets (53 funds available after filters applied) pages 1 to 3
- ☐ IMA Active Managed (2 funds available after filters applied) page 1
- ☐ SIR_TEST_M10 (Acc) SelfSelect pages 3 to 6
- ☐ Emerging Market Equity (49 funds available after filters applied) pages 6 to 10
- ☐ European (70 funds available after filters applied) pages 10 to 12
- ☐ Far East Ex Japan (52 funds available after filters applied) pages 12 to 20
- ☐ Global Specialist (157 funds available after filters applied) pages 20 to 22
- ☐ International Fixed Interest (11 funds available after filters applied) pages 22 to 24
- ☐ Japanese (30 funds available after filters applied) pages 24 to 35
- ☐ Managed (218 funds available after filters applied) pages 35 to 38
- ☐ North American (33 funds available after filters applied) pages 38 to 39
- ☐ Property (16 funds available after filters applied) pages 39 to 57
- ☐ UK Equity (849 funds available after filters applied) pages 57 to 63
- ☐ UK Fixed Interest (123 funds available after filters applied) pages 57 to 63

page 1 of 63 build portfolio with selected funds

Asset Allocation

Portfolio name: Build method: Self build

Product: All products Client risk score: Not Used

Select Sector Delete Target % Actual %

add funds Base split on: ☒ % of asset class ☐ % of portfolio

<input checked="" type="checkbox"/> Cash/Money Markets	<input checked="" type="checkbox"/>	<input type="text" value="100"/>	<input type="text" value="100.00"/>	equal split
<input type="checkbox"/> Aberdeen Latin American Equity (Inc)	<input checked="" type="checkbox"/>	<input type="text" value="100"/>	<input type="text" value="100.00"/>	equal split
Total 100.00 %				equal split

save and finish

STAGE 1 – STEP 4

1. Select 'Work with unlinked plans'.
2. Choose 'Select all'.
3. Click 'Link without switching/redirecting'.
4. Select 'Exit'.

Portfolio summary

Portfolio name	Unlinked clients	Portfolio creation date	05/01/2015
Product	All products	Date last edited	05/01/2015 by Lauren Jones
Portfolio status	Complete	Number of plans linked	0
Build method	Self build	Portfolio risk score	1
Investment range	Selfselect		

Buttons: [edit portfolio](#) [work with linked plans](#) [work with unlinked plans](#) [exit](#)

Current portfolio asset allocation

Name	% Split
Cash/Money Markets	100.00%
IMA UK Equity Income & Growth	
Aberdeen Latin American Equity (Inc)	100.00%
Total	100.00%

Reports:

Portfolio Upcan reports: 1

- [To Review Performance](#)
- [For a new investment](#)

Portfolio summary:

- [Portfolio review report](#)

Work with unlinked plans

Portfolio name Unlinked clients

Investment range SelfSelect

Product All products

Select the plans you wish to link to this portfolio

IF YOU DO NOT HAVE REGULATORY PERMISSION TO MANAGE INVESTMENTS on a discretionary basis, you should ensure that you have obtained and recorded the necessary authority from each of these client(s) before completing the switch instruction. In addition, you should execute each switch instruction as soon as reasonably practicable after receipt of each client authority.

Select	Plan number - 9401 plans	Type of plan	Client name
Select all			
Deselect all			
<input type="checkbox"/>	100226248	CIA	UAT2013 Client 32
<input type="checkbox"/>	100226249	CIA	UAT2013 Client 36
<input type="checkbox"/>	100226335	CIA	automate1309251405362
<input type="checkbox"/>	100226391	CIA	automate1309261739493

Buttons: [Link and switch/redirect plans](#) [Link without switching/redirecting](#) [help](#) [back](#)

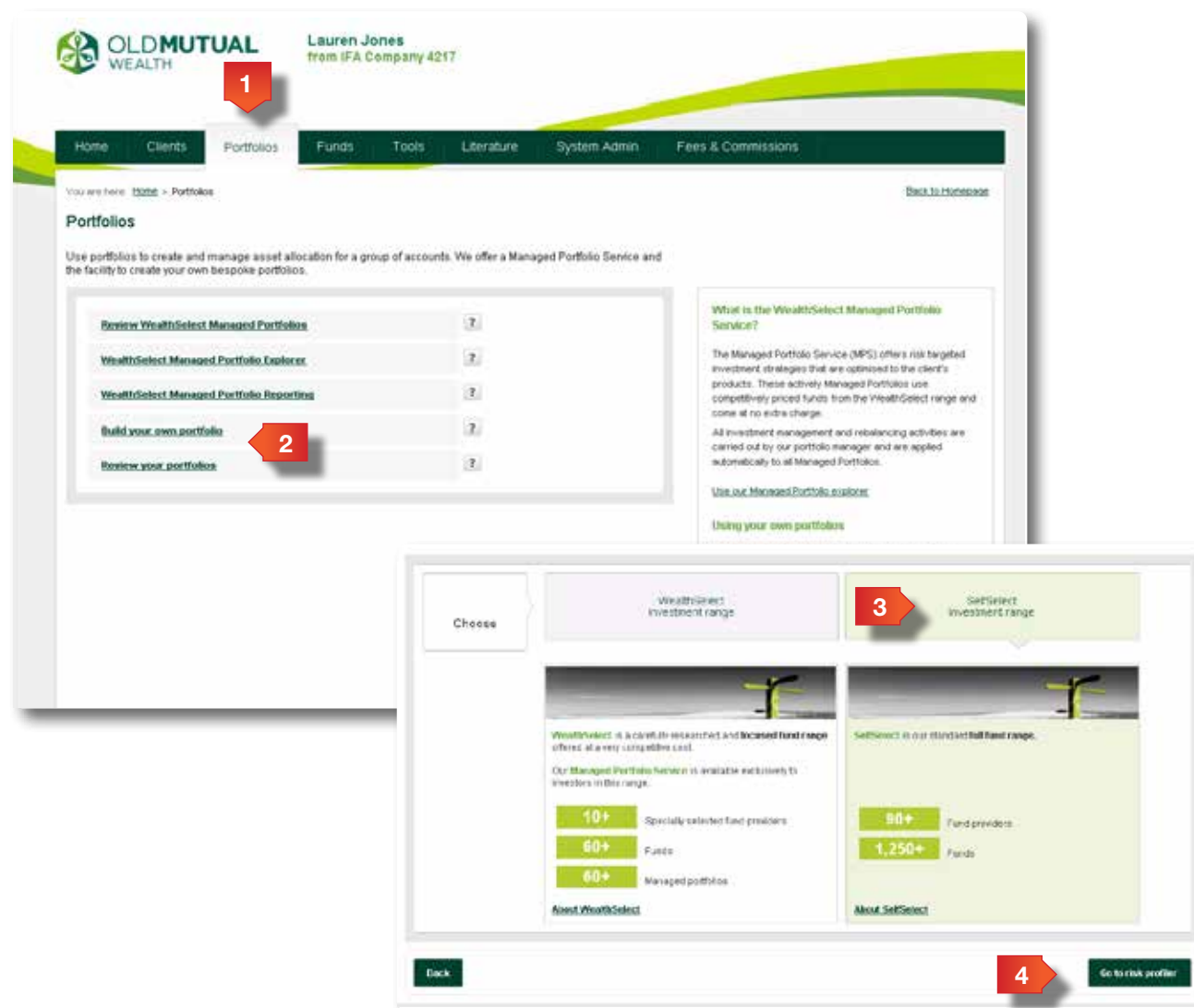
Note:

We will return to unlink these accounts later.

STAGE 2 – STEP 1

Now we will create a new portfolio based on the existing portfolio you are updating, for the Charge Basis 1 and 2 accounts to stay linked to.

1. After logging in to the platform, select the 'Portfolios' tab.
2. Select 'Build your own portfolio'.
3. Choose the SelfSelect investment range.
4. Select 'Go to risk profiler'.



STAGE 2 – STEP 2

1. Pick the same product from the dropdown field as the portfolio you are updating.
2. Click 'No risk assessment'.
3. Select 'By copying an existing allocation'.
4. Click 'Next'.
5. Select the same product as the portfolio you are updating from the drop-down field, and click 'Go'.

Portfolio name	Investment range	Portfolio	Created by	Last edited	Published Select
123 INV PORT	SelfSelect	-	Katy Le Poidevin	30/09/2013	Y

STAGE 2 – STEP 3

1. Search for the name of the portfolio you are updating, or find it in the list below if you have only a few portfolios.
2. Select it.
3. Copy the full name of the portfolio.
4. Click 'Next'.

Portfolio list

Search for a portfolio by name 1 portfolio information ?

View portfolios for this product

Portfolio name	Investment range	Portfolio risk	Type	Product	Created by	Last edited	Published	Select
123 JM PORT	SelfSelect	-	Self Build	All products	Katy Le Poidevin	30/09/2013	Y	<input type="checkbox"/>
1A Portfolio	SelfSelect	-	Self Build	All products	Lauren Jones	17/12/2014	N	<input type="checkbox"/>
1B portfolio	SelfSelect	-	Self Build	All products	Lauren Jones	05/08/2014	N	<input type="checkbox"/>
1C Portfolio	SelfSelect	10	Self Build	All products	Lauren Jones	05/08/2014	N	<input type="checkbox"/>
3 All products mgt portfolio	SelfSelect	-	Self Build	All products	Lauren Jones	21/12/2014	N	2 <input checked="" type="checkbox"/>
AlPSample	SelfSelect	-	Skandia Investment Management	All products	Tushar Anun Salgaonkar	21/11/2011	Y	<input type="checkbox"/>
Anj	SelfSelect	-	Self Build	All products	Anjali Sidhwani	06/05/2013	Y	<input type="checkbox"/>
GENCRAJG	SelfSelect	-	Self Build	All products		24/10/2012	Y	<input type="checkbox"/>
Joshua	SelfSelect	5	Self Build	All products	Trudy Gregorowski	03/04/2013	Y	<input type="checkbox"/>
JOT	SelfSelect	-	Self Build	All products		24/10/2012	Y	<input type="checkbox"/>

page 1 of 2 3

☒ page view ☐ view on single page

STAGE 2 – STEP 4

1. Paste in the name of the portfolio that you are copying, and add the letter 'B' or 'Bundled' at the end of it to help you identify it as a bundled portfolio later.
2. Select 'Save and finish'.
3. Select 'Exit'.

We will return to this portfolio later to link CRA and CIB accounts on Charge Bases 1 and 2.

Asset Allocation

Portfolio name: **1**

Product: All products

Build method: Self Build

Client risk score: Not Used

Investment range: SelfSelect

Select Sector	Delete	Target %	Actual %
<input type="button" value="add funds"/> <div>Base split on</div> <div> <input checked="" type="radio"/> % of asset class <input type="radio"/> % of portfolio </div>			
Managed	<input type="button" value="X"/>	100	100.00
BlackRock Active Managed Portfolio (Acc)	<input type="button" value="X"/>		65.00
BlackRock Balanced Growth Portfolio (Acc)	<input type="button" value="X"/>		10.00
BlackRock Balanced Income Portfolio (Acc)	<input type="button" value="X"/>		10.00
BlackRock Cautious Portfolio (Acc)	<input type="button" value="X"/>		15.00
		Total 100.00 %	

2

Portfolio summary

Portfolio name	All products mgd portfolio - B	Portfolio creation date	06/01/2015
Product	All products	Date last edited	06/01/2015 by Lauren Jones
Portfolio status	Complete	Number of plans linked	0
Build method	Self Build		
Investment range	SelfSelect		

3

STAGE 3 – STEP 1

1. Select 'Review your portfolios'.
2. Search for the name of the portfolio you are updating, and click 'Go'.
3. Select the original portfolio, **without** a 'B' or 'Bundled' in the title.
4. Click 'View'.

Portfolios

Use portfolios to create and manage asset allocation for a group of accounts. We offer a Managed Portfolio Service and the facility to create your own bespoke portfolios.

[Review WealthSelect Managed Portfolios](#) ?
 [WealthSelect Managed Portfolio Explorer](#) ?
 [WealthSelect Managed Portfolio Reporting](#) ?
 [Build your own portfolio](#) ?
 [Review your portfolios](#) ?

Portfolio list

Search for a portfolio by name

View portfolios for this product

portfolio information

Portfolio name	Investment range	Portfolio risk	Type	Product	Created by	Last edited	Published	Delete	Select
All products mgd portfolio	SelfSelect	-	Self Build	All products	Lauren Jones	21/12/2014	N	C	<input type="button" value="i"/>
All products mgd portfolio - B	SelfSelect	-	Self Build	All products	Lauren Jones	06/01/2015	N	C	<input type="button" value="i"/>

page 1 of 1

☒ page view ☐ view on single page

STAGE 3 – STEP 2

1. Select 'Work with linked plans'.
2. Tick the box in the 'Unlink' column for any CRAs or CIBs on Charge Basis 1 or 2 that are shown on the list.
3. Select 'Unlink' when finished.

These accounts will need to be linked to the bundled version of the portfolio instead, and we will do this later in the process.

Portfolio summary

Portfolio name	All products mgd portfolio	Portfolio creation date	16/12/2014
Product	All products	Date last edited	21/12/2014 by Lauren Jones
Portfolio status	Complete	Number of plans linked	55
Build method	Self Build		
Investment range	Self Select		

edit portfolio
work with linked plans
work with unlinked plans
exit

Client name	Split	Total holdings	Align funds to match portfolio	Switch/Redirect	Unlink
0000 00000		£115,957.99	Select All Deselect All	Select All Deselect All	Select All Deselect All
100226151 - CIA - Charge Basis 3	100%	£115,957.99	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mac 1		£42,410.62			
100017273 - CIA - Charge Basis 3	100%	£42,410.62	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mango 1		£26,014.01			
100226766 - CIA - Charge Basis 3	100%	£26,014.01	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CRA75 1.3A_TU_REG_INV_01		£102.29			
400051971 - CRA - Charge Basis 1	100%	£182.29	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
any 1.3A_TU_REG_INV_02		£6,323.05			
400051973 - CRA - Charge Basis 1	100%	£6,323.05	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BIC 2		£11,581.69			
300013574 - CIB - Charge Basis 2	100%	£11,581.69	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRA 75 1.3B_TU_REG_EMP_01		£631.49			
400051927 - CRA - Charge Basis 1	100%	£631.49	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRA 75 1.3B_TU_REG_EMP_02		£5,823.56			
400051926 - CRA - Charge Basis 3	100%	£5,823.56	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CRA 1.3B_TU_REG_EMP_04		£258.41			
400051930 - CRA - Charge Basis 1	100%	£258.41	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CRAR 75 1.3B_W_NB_REG_EMP		£79,392.26			
300014293 - CIB - Charge Basis 3	100%	£78,707.57	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
400052195 - CRA - Charge Basis 1	100%	£684.69	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

align to portfolio
switch/redirect
unlink

help
back

STAGE 3 – STEP 3

1. Select the link for the 'Portfolio review report'. It will open in a new window; print a copy to use later, and close it.
2. Select 'Edit portfolio'.
3. Select 'Add funds'.

Portfolio summary

Portfolio name	All products mgd portfolio	Portfolio creation date	16/12/2014
Product	All products	Date last edited	06/01/2015 by Lauren Jones
Portfolio status	Complete	Number of plans linked	55
Build method	Self Build		
Investment range	SelfSelect		

edit portfolio work with linked plans work with unlinked plans exit

Current portfolio asset allocation



Name	% Split
Managed	100.00%
IMA Active Managed	
BlackRock Active Managed Portfolio (Acc)	65.00%
IMA Balanced Managed	
BlackRock Balanced Growth Portfolio (Acc)	10.00%
BlackRock Balanced Income Portfolio (Acc)	10.00%
IMA Cautious Managed	
BlackRock Cautious Portfolio (Acc)	15.00%
Total	100.00%

Reports:

Portfolio UScan reports:

- To Review Performance
- For a new investment

Portfolio summary:

Portfolio review report

edit portfolio work with linked plans work with unlinked plans exit

OLD MUTUAL WEALTH

home Clients Portfolios Funds Tools Literature System Admin

extranet home / review - build portfolio / risk profiler / portfolio type / funds type selection / asset allocation / portfolio summary log off

Asset Allocation

Portfolio name	All products mgd portf	Build method	Self Build
Product	All products	Client risk score	Not Used
		Investment range	SelfSelect

Select Sector	Delete	Target %	Actual %

add funds

Base split on % of asset class

STAGE 3 – STEP 4

You need to replace the bundled funds in the portfolio with their unbundled version.

1. The funds that are in the current portfolio are shown in the fund basket.
2. Search for the first fund in the basket; you can copy and paste the name of the bundled fund to ensure you pick the correct one.
3. Select the unbundled version of the fund (see the 'Tip' below) by ticking the box next to it. It will move up to the fund basket.
4. Repeat for each of the bundled funds, and select 'Build portfolio with selected funds' when finished.

Research funds

Product: All products

Fund name search: Replace any '%&' with '+' in your search. **2**

display items / filters

All fund performance information is updated every Friday, apart from discrete performance data which is correct as at the latest month end.

Select	Investment Range	sort	sort	sort	sort	sort	sort	sort
Filters Applied								
Fund Basket (4 funds selected)								
<input checked="" type="checkbox"/>	BlackRock Active Managed Portfolio (Acc)	SelfSelect						
<input checked="" type="checkbox"/>	BlackRock Balanced Growth Portfolio (Acc)	SelfSelect						
<input checked="" type="checkbox"/>	BlackRock Balanced Income Portfolio (Acc)	SelfSelect						
<input checked="" type="checkbox"/>	BlackRock Cautious Portfolio (Acc)	SelfSelect						
<input type="checkbox"/>	Cash/Money Markets (1 funds available after filters applied) page 1							
<input type="checkbox"/>	Emerging Market Equity (0 funds available after filters applied) page 1							
<input type="checkbox"/>	European (0 funds available after filters applied) page 1							
<input type="checkbox"/>	Far East Ex Japan (0 funds available after filters applied) page 1							
<input type="checkbox"/>	Global Specialist (0 funds available after filters applied) page 1							
<input type="checkbox"/>	International Fixed Interest (0 funds available after filters applied) page 1							
<input type="checkbox"/>	Japanese (0 funds available after filters applied) page 1							
<input type="checkbox"/>	Managed (2 funds available after filters applied) page 1							
<input type="checkbox"/>	JMA Active Managed (2 funds available after filters applied) page 1							
<input type="checkbox"/>	BlackRock Active Managed Portfolio -U (Acc)	SelfSelect						
<input type="checkbox"/>	North American (0 funds available after filters applied) page 1							
<input type="checkbox"/>	Property (0 funds available after filters applied) page 1							
<input type="checkbox"/>	UK Equity (0 funds available after filters applied) page 1							
<input type="checkbox"/>	UK Fixed Interest (0 funds available after filters applied) page 1							

page 1 of 1 Go to page

4

Important: Please take care to select the correct version of the unbundled fund, where there are both 'Inc' and 'Acc' unit types.

Tip:

Unbundled funds can be identified by the U at the end of their name.

BlackRock Active Managed Portfolio -U (Acc)

STAGE 3 – STEP 5

1. In the portfolio name field, add the word 'Unbundled' or 'U' to the end of the portfolio name, so you can identify it as an unbundled portfolio.
2. Enter the same fund percentages for the unbundled funds that are in the bundled version.
3. Delete the bundled funds by selecting the cross icon to the right of their name.
4. Select 'Save and finish'.

The screenshot displays the 'Asset Allocation' page in the Old Mutual Wealth system. The interface includes a navigation bar at the top with links like 'Home', 'Clients', 'Portfolios', 'Funds', 'Tools', 'Literature', and 'System Admin'. Below this, a breadcrumb trail shows the current path: 'extranet home / review - build portfolio / risk profiler / portfolio type / funds type selection / asset allocation / portfolio summary'. The 'log off' button is visible in the top right.

The main section is titled 'Asset Allocation'. It contains several input fields:

- Portfolio name:** 'ducts mgd portfolio - U' (marked with a red arrow 1).
- Product:** 'All products'.
- Build method:** 'Self Build'.
- Client risk score:** 'Not Used'.
- Investment range:** 'SelfSelect'.

Below these fields is a table for fund allocation. The table has columns: 'Delete', 'Target %', and 'Actual %'. A 'Select Sector' dropdown is on the left. An 'add funds' button is also present. The table is currently showing a list of 'Managed' funds. The first row is 'BlackRock Active Managed Portfolio (Acc)' with a 'Target %' of 100 and an 'Actual %' of 100.00. To the right of this row is an 'equal split' button. The second row is 'BlackRock Active Managed Portfolio -U (Acc)' with a 'Target %' of 65 and an 'Actual %' of 65. A red arrow 2 points to the 'Actual %' field. The third row is 'BlackRock Balanced Growth Portfolio (Acc)' with a 'Target %' of 10 and an 'Actual %' of 10.00. A red arrow 3 points to the 'Delete' column (which contains a cross icon) for this row. The fourth row is 'BlackRock Balanced Growth Portfolio -U (Acc)' with a 'Target %' of 10 and an 'Actual %' of 10.00. The fifth row is 'BlackRock Balanced Income Portfolio (Acc)' with a 'Target %' of 10 and an 'Actual %' of 10.00. The sixth row is 'BlackRock Balanced Income Portfolio -U (Acc)' with a 'Target %' of 10 and an 'Actual %' of 10.00. The seventh row is 'BlackRock Cautious Portfolio (Acc)' with a 'Target %' of 15 and an 'Actual %' of 15.00. The eighth row is 'BlackRock Cautious Portfolio -U (Acc)' with a 'Target %' of 15 and an 'Actual %' of 15.00. A red arrow 4 points to the 'save and finish' button at the bottom right.

At the bottom of the table, there is a 'Total' row showing '100.00 %' and an 'equal split' button. Below the table are 'save' and 'save and finish' buttons.

STAGE 3 – STEP 6

1. Select the link for the 'Portfolio review report', it will open in a new window. Compare it to the version you printed earlier to check you have replaced all bundled funds with their unbundled share class. Print off a copy for your records if you wish.

2. Select 'Exit'.

Portfolio summary

Portfolio name	All products mgd portfolio - U	Portfolio creation date	16/12/2014
Product	All products	Date last edited	06/01/2015 by Lauren Jones
Portfolio status	Complete	Number of plans linked	55
Build method	Self Build		
Investment range	SelfSelect		

Current portfolio asset allocation

Name	% Split
Managed	100.00%
IMA Active Managed	
Blackrock Active Managed Portfolio -U (Acc)	65.00%
IMA Balanced Managed	
Blackrock Balanced Growth Portfolio -U (Acc)	10.00%
Blackrock Balanced Income Portfolio -U (Acc)	10.00%
IMA Cautious Managed	
Blackrock Cautious Portfolio -U (Acc)	15.00%
Total	100.00%

Reports:

Portfolio UScan reports: 1

- To Review Performance
- For a new investment

Portfolio summary:

- Portfolio review report

1

2

STAGE 3 – STEP 7

1. Select 'Review your portfolios'.
2. Search for the name of the portfolio you are updating, and click 'Go'.
3. Select the bundled version of the portfolio.
4. Click 'View'.

Portfolios

Use portfolios to create and manage asset allocation for a group of accounts. We offer a Managed Portfolio Service and the facility to create your own bespoke portfolios.

- [Review WealthSelect Managed Portfolios](#) ?
- [WealthSelect Managed Portfolio Explorer](#) ?
- [WealthSelect Managed Portfolio Reporting](#) ?
- [Build your own portfolio](#) ?
- [Review your portfolios](#) ? **1**

Portfolio list

Search for a portfolio by name **2**

View portfolios for this product

portfolio information **3**

Portfolio name	Investment range	Portfolio risk	Type	Product	Created by	Last edited	Published	Delete	Select
All products mgd portfolio - B	SelfSelect	-	Self Build	All products	Lauren Jones	06/01/2015	N	3	
All products mgd portfolio - U	SelfSelect	-	Self Build	All products	Lauren Jones	06/01/2015	N		

page 1 of 1

☒ page view ☐ view on single page

4

STAGE 3 – STEP 8

1. Select 'Work with unlinked plans'.
2. All of the CRAs/CIBs on Charge Bases 1 and 2 that you unlinked from the unbundled portfolio are listed. Click 'Select all'.
3. Select 'Link without switching/redirecting'.

You have now completed the work required for this portfolio, and can move onto the next portfolio that requires updating.

Repeat the steps from Stage 2 onwards, and move on to Stage 4 on the following page once you have completed the updates to all of your portfolios.

Portfolio summary

Portfolio name	All products mgd portfolio - B	Portfolio creation date	06/01/2015
Product	All products	Date last edited	06/01/2015 by Lauren Jones
Portfolio status	Complete	Number of plans linked	0
Build method	Self build		
Investment range	SelfSelect		

1

edit portfolio work with linked plans work with unlinked plans exit

Work with unlinked plans

Portfolio name All products mgd portfolio - B

Investment range SelfSelect

Product All products

Select the plans you wish to link to this portfolio

IF YOU DO NOT HAVE REGULATORY PERMISSION TO MANAGE INVESTMENTS on a discretionary basis, you should ensure that you have obtained and recorded the necessary authority from each of these client(s) before completing the switch instruction. In addition, you should execute each switch instruction as soon as reasonably practicable after receipt of each client authority.

Select	Plan number - 21 plans	Type of plan	Client name
<input type="checkbox"/>	400052184	CRA	REG_TST_NB_TRS_PC_01
<input type="checkbox"/>	300013573	CIB	BIC 1
<input type="checkbox"/>	400052058	CRA	Mira 1
<input type="checkbox"/>	400052066	CRA	Mac 1
<input type="checkbox"/>	400052076	CRA	cra_kumpsum 1
<input type="checkbox"/>	400052035	CRA	CRA75 1.2B_NB_LS_EMP_02
<input type="checkbox"/>	400052051	CRA	CRA75 1.2B_TU_LS_EMP_01
<input type="checkbox"/>	400052052	CRA	CRA75 1.2B_TU_LS_EMP_02
<input type="checkbox"/>	400052130	CRA	CRA75 1.2C_NB_LS_TP_01
<input type="checkbox"/>	400052045	CRA	CRA75 1.2C_NB_LS_TP_02
<input type="checkbox"/>	400051971	CRA	CRA75 1.3A_TU_REG_INV_01
<input type="checkbox"/>	400051973	CRA	any 1.3A_TU_REG_INV_02
<input type="checkbox"/>	400051974	CRA	CRA75 1.3A_TU_REG_INV_03
<input type="checkbox"/>	400051927	CRA	CRA 75 1.3B_TU_REG_EMP_01
<input type="checkbox"/>	400051930	CRA	CRA 1.3B_TU_REG_EMP_04
<input type="checkbox"/>	400052199	CRA	1.3C_W_NB_REG_TP 1.3C_W_NB_REG_TP
<input type="checkbox"/>	400052037	CRA	CRA 75 1.4A_NB_TRS_ITFC_02
<input type="checkbox"/>	400051949	CRA	CRA 75 1.4A_TU_TRS_ITFC_01
<input type="checkbox"/>	400051952	CRA	CRA 75 1.4A_TU_TRS_ITFC_02
<input type="checkbox"/>	300013574	CIB	93C 2
<input type="checkbox"/>	400051923	CRA	CRA75 7.10_Cancellation_NB_03

2

link and switch/redirect plans link without switching/redirecting help back

3

STAGE 4

When you have completed the updates to all of your portfolios, you need to delete the portfolio that you built at the start of the process, to which all previously unlinked accounts are now linked.

1. Select 'Review your portfolios'.
2. Search for 'Unlinked clients' and click 'Go'.
3. Select the portfolio in the 'Delete' column.
4. Click 'Delete'.
5. A message will display to request confirmation of the deletion. Click 'OK'.

The accounts that were linked to the portfolio will be automatically unlinked when it is deleted.

You have now completed all of the work required.

Portfolios

Use portfolios to create and manage asset allocation for a group of accounts. We offer a Managed Portfolio Service and the facility to create your own bespoke portfolios.

- [Review WealthSelect Managed Portfolios](#) ?
- [WealthSelect Managed Portfolio Explorer](#) ?
- [WealthSelect Managed Portfolio Reporting](#) ?
- [Build your own portfolio](#) ?
- [Review your portfolios](#) ?

Portfolio list

Search for a portfolio by name:

View portfolios for this product:

Portfolio name	Investment range	Portfolio risk	Type	Product	Created by	Last edited	Published	Delete	Select
Unlinked clients	SelfSelect	1	Self Build	All products	Lauren Jones	05/01/2015	N	<input type="button" value="delete"/>	<input type="button" value="view"/>

page 1 of 1

☒ page view ☐ view on single page

Message from webpage

You have 9240 plans linked to this portfolio.

Click 'OK' to delete the portfolio and unlink the plans currently linked to it.

To view the plans linked to this portfolio click 'Cancel', then select the portfolio to view it, then click 'work with linked plans.'

www.oldmutualwealth.co.uk

Calls may be monitored and recorded for training purposes and to avoid misunderstandings.

Old Mutual Wealth is the trading name of Old Mutual Wealth Limited which provides an Individual Savings Account (ISA) and Collective Investment Account (CIA) and Old Mutual Wealth Life & Pensions Limited which provides a Collective Retirement Account (CRA) and Collective Investment Bond (CIB).

Old Mutual Wealth Life Assurance Limited, Old Mutual Wealth Limited and Old Mutual Wealth Life & Pensions Limited are registered in England & Wales under numbers 1363932, 1680071 and 4163431 respectively.

Registered Office at Old Mutual House, Portland Terrace, Southampton SO14 7EJ, United Kingdom.

Old Mutual Wealth Life Assurance Limited and Old Mutual Wealth Life & Pensions Limited are authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Their Financial Services register numbers are 110462 and 207977 respectively. Old Mutual Wealth Limited is authorised and regulated by the Financial Conduct Authority with register number 165359.

VAT number for all above companies is 386 1301 59.

Old Mutual Global Investors is a trading name for Old Mutual Global Investors (UK) Limited and Old Mutual Investment Management Limited both of which are authorised and regulated by the Financial Conduct Authority.

Their Financial Services register numbers are 171847 and 208543 respectively. Old Mutual Global Investors is registered in England & Wales under number 02949554 and its registered office is 2 Lambeth Hill London EC4P 4VVR.

Old Mutual Investment Management is registered in England & Wales under number 4227837 and its registered office at Millennium Bridge House, 2 Lambeth Hill, London, EC4V 4AJ. VAT number for all above companies is 386 1301 59.

Old Mutual International (Guernsey) Limited is regulated by the Guernsey Financial Services Commission and is licensed to write long-term business under the Insurance Business (Bailiwick of Guernsey) Law 2002.

Registered number 2424. Registered Office at Albert House, South Esplanade, St Peter Port, Guernsey GY1 1AW, Channel Islands.

SK10884/215-0008/January 2015